

## **CHECKLIST FOR TRANSFER OF PRENEED CERTIFICATE AND/OR BRANCH REGISTRATION**

The following is a checklist of items that must be submitted to the Alabama Department of Insurance in order to transfer a preneed certificate of authority and/or branch registration to a new owner. When you submit the transfer application, attach a copy of this completed checklist. If an item does not apply, mark N/A in the box.

**Note: Please visit [www.aldoi.gov/preneed](http://www.aldoi.gov/preneed) for the most recent version of all forms.**

- ☐ Preneed Contract Log (back to May 1, 2002, or the first Preneed Sale, whichever is later).
- ☐ List of all pre-law contracts and details such as funding method(s), beneficiaries, and retail contract amount.
- ☐ Cemetery Property Sales Log (back to May 1, 2002, or the first interment right sold, whichever is later). Applies to Endowment Care Cemeteries or Funeral/Cemetery Combination operations.
- ☐ Preneed Certificate of Authority and/or Branch Registration – Transfer Application - both pages - completed in their entirety.
- ☐ Copies of trust agreement for each Merchandise & Services trust account in existence.
- ☐ Copies of trust agreement for each Endowment Care fund in existence.
- ☐ Most recent Endowment Care Trust statement(s) provided by the trustee(s).
- ☐ Current Merchandise and Services trust statement(s) provided by the trustee(s) for each account.
- ☐ Current policy/annuity listing(s) in detail provided by each insurer showing the active policy count, each active policy associated with a preneed contract and the face values.
- ☐ Have any preneed contracts been funded with a surety bond or letter of credit? If so, check the box and contact the Department for further instructions.
- ☐ Copy of the Asset Purchase Agreement, including all exhibits and schedules. The agreement should specifically address the transfer of preneed liability (including pre-law if any).
- ☐ Procedures, provided by transferee, for protecting existing preneed funds of the entity being transferred.
- ☐ Listing of all bank accounts holding preneed funds.
- ☐ Transfer Application fee of \$100 (no cash).

Your transfer application is not complete until all of the above have been received, completed as applicable, including all fees and required signatures. In addition to the required transfer documents, all required reports due up to the point of transfer, must be filed, such as the Semi-Annual Report of Preneed Activity, the Annual Report of Endowment Care Cemetery Trust Fund and Cemetery Property Sales Log, etc., must be received before the Commissioner will approve the transfer of your Certificate of Authority or any Branch Registrations. Likewise, any administrative actions, including examination findings, must be addressed and/or resolved to the Commissioner's satisfaction before the transfer will be approved.